

THREE RIVERS REGIONAL  
WASTEWATER AUTHORITY  
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Serving & Operated By:  
Beacon Hill Water & Sewer District  
City of Kelso  
City of Longview  
Cowlitz County

**THREE RIVERS REGIONAL WASTEWATER AUTHORITY  
OPERATING BOARD  
REGULAR MEETING MINUTES  
February 21, 2024**

**1. CALL TO ORDER and INTRODUCTIONS**

Chairman Kardas called the regular meeting to order at 10:00 a.m. on Wednesday, February 21, 2024 in the Three Rivers Regional Wastewater Plant Meeting Room. Those in attendance were:

Three Rivers Regional Wastewater Authority Representative:

Mike Kardas, City of Kelso (Representative)  
Devin Mackin, City of Kelso (Alternate Representative)  
Dell Hillger, Beacon Hill Water & Sewer District (Representative)  
Ken Hash, City of Longview (Representative)

Staff:

Duane Leaf, General Manager  
Stephanie Helem, Acting Clerk of the Board  
Allen C. Unzelman, Board Attorney  
Joe Jordan, Lab Manager  
Scott Bowman, Assistant General Manager  
Jeff Baker, Maintenance Foreman/T.E.A. President

**2. PUBLIC COMMENTS**

Mr. Kardas asked if there was any member of the public present and wants to make a comment to the Board. Hearing no other comment, Mr. Kardas proceeded with the meeting.

**3. MEETING MINUTES – Regular Meeting – January 17, 2024**

Mr. Hash moved to approve the regular meeting minutes of January 17, 2024. The motion was seconded by Mr. Hillger, and carried unanimously.

**4. TRRWP EXPANSION PROJECTS – UPDATES**

**A. Solids Handling Improvements – Update**

Mr. Leaf reported the bond resolution was adopted at the Board of Directors Special Meeting earlier this morning.

Mr. Leaf announced that the Primary Clarifier, Hauled Waste, Aerobic Digester and Dryer Upgrades project is out for bid; Addendum no. 1 and Addendum no. 2 have been issued, and Addendum no. 3 is anticipated to be published today. Mr. Leaf reported that the Public Works Trust Fund archaeological tribal issue has been resolved.

**B. Generators**

Mr. Leaf reported that the South Plant generator has been placed on the newly poured pad and the conduit wiring is being worked on. He mentioned that there was an issue when the generator was being placed, that there were not enough persons on the guide ropes and the generator hit the concrete base of the blue tank. This was documented and relayed to Rich Gushman with Gibbs & Olson.

**C. South Plant Blower**

Mr. Leaf reported that the new blower is continuing to work great. TRRWA staff has a meeting scheduled later today with Ameresco, to discuss how we are going to work with Cowlitz PUD to document the energy savings for a rebate.

**D. Chlorination System – Nothing new to report.**

**E. PFAS Evaluation**

Mr. Leaf reported he anticipates releasing the PFAS Report to the Board at the March meeting.

**F. Backflow Prevention Study**

Mr. Leaf reported that Windsor has completed the study, which has been reviewed by TRRWA staff. The study was shared with City of Longview staff, who had a few suggested additions. Windsor included those additions in the final study, which satisfied City of Longview. The study is ready to be submitted to the Washington State Department of Health for their approval.

**G. Headworks Study**

Mr. Leaf reported that Rich Gushman with Gibbs & Olson continues to work with their consultant. Mr. Gushman has requested to meet with TRRWA staff every week or every other week during the duration of the study, to make sure it stays on track.

**5. FISCAL POLICIES**

Included in the packets was a Fiscal Policies document for the Board's review. Mr. Leaf reported that this was drafted to have a policy in place, which coincides with what TRRWA has practiced in the past. The only change was to add language that the Rate Stabilization Fund hold a minimum end fund balance of \$500,000; this change was recommended by bond counsel, the bond underwriter, and the financial manager. Mr. Kardas asked Attorney Unzelman if the Fiscal Policies document needed to be adopted by motion or resolution. Attorney Unzelman replied that either option could be done. Mr. Leaf asked that it be adopted by motion, as this affects the bonding timeline.

Mr. Hillger moved to adopt the Three Rivers Regional Wastewater Authority Fiscal Policies document as presented. The motion was seconded by Mr. Hash, and carried unanimously.

**6. SYSTEM DEVELOPMENT CHARGES (SDC)**

**A. Port of Longview**

Mr. Leaf reported that we still have not received the Port of Longview's SDC payment. He will follow up with Mr. Harbison.

**B. Solvay**

Mr. Leaf reported that we are working with Solvay on pretreatment issues as well as the SDC issue. TRRWA staff will be meeting with Solvay tomorrow. They need to demonstrate by summer that they do not need a lower summer rate. If Solvay is not able to do this, TRRWA will contact Department

of Ecology that Solvay will need to have seasonal flow limits. Mr. Leaf stated that Solvay has had a significant amount of time to fix this issue.

## **7. STAFF'S REPORT**

### **A. Financial Reports – Through January**

The financial report through January was included in the packets for the Board's review. Mr. Leaf reported we have had higher flows, which typically generates a higher percentage of expenditures at the beginning of the year; he is not concerned.

### **B. Entity Flow Percentages – Through January**

The January Entity Flow Percentages Report was included in the packets for the Board's review. Mr. Leaf reported that January was one of the highest flow percentages for Longview in several years.

### **C. Plant Flow & Rainfall Graph – Through January**

The January Plant Flow & Rainfall Graph was included in the packets for the Board's review. Mr. Leaf reported it has been a wet January and that the plant had one of the highest total plant flows, accumulatively, in several years.

### **D. SDC Report – Through January**

The January SDC Report was included in the packets for the Board's review. Mr. Leaf reported that it is too early in the year to determine if we will make budget. Mr. Hash mentioned there should be a large SDC check coming from Divert.

### **E. Septage/Hauled Waste Charges – Through January**

The January Septage/Hauled Waste Report was included in the packets for the Board's review. Mr. Leaf reported that it is too early in the year to predict if we will make budget.

### **F. NPDES Permit – Discharge Monitoring Report (DMR) – January**

Included in the packet was a copy of the electronic version of our January Monitoring Report for the Board's review. Mr. Jordan mentioned that there were three quality control issues reported; two had to do with the BOD analysis, one was due to the influent sampler freezing because of the cold weather.

### **G. Lab & Pretreatment**

#### **1) January Update**

Included in the packets was a summary of the Lab and Pretreatment activities in January for the Board's review. Mr. Jordan briefly went over the report. Mr. Jordan reported that Foster Farms violated their daily and monthly BOD average. The Lab conducted the annual TCLP testing of rags, grit, and vector bed material; this is so we can dispose of them in the landfill. The results of the testing found high waste oil for the vector bed material. When we sample, it is all accumulated so it is hard to identify which vector bed the material came into. Mr. Leaf asked the Board to remind their staff that TRRWA cannot accept vector waste that has waste oil in it.

Mr. Jordan reported that the lab technician is working on the annual testing samples from ERA for lab accreditation purposes. We should have the performance evaluation by March 1.

2) **Divert**

Mr. Jordan reported that we received responses to our questions and concerns. Mr. Leaf moved forward with signing off on the Department of Ecology Permit Application.

3) **Headquarters' Landfill**

Mr. Jordan reported that the surplus blower has been picked up by Cowlitz County.

H. **Operations – January Update**

Included in the packets was a summary of Operations' activities in January for the Board's review. Mr. Bowman briefly went over the report. Mr. Bowman commended staff for keeping the plant sidewalks and walkways de-iced and safe to travel on during the cold weather. He stated that new hire, Jeremy Sherman, is on shift now; he is doing really well. Overall, the plant is running well.

Mr. Leaf commended Operations staff for keeping the BOD & TSS levels at a historic low.

I. **Maintenance – January Update**

Included in the packets was a summary of Maintenance's activities in January for the Board's review. Mr. Baker briefly went over the report. Mr. Baker reported that the cold weather caused some issues with broken pipes. Mr. Baker commended Mr. Hamer for being helpful and strategic with the generator project.

J. **Port of Longview Industrial Rail Corridor Project Easements and Land Purchase**

Included in the packets was a Final Offer Letter regarding the purchase of property and a permanent access easement related to the Industrial Rail Corridor Expansion Project. Mr. Leaf reported that we were successful in having the Port of Longview (Port) grant continuous access; the beneficial easement was removed. With these changes, Mr. Leaf is recommending the Board approve the Port's offer of purchase.

Mr. Leaf noted that there is another potential access easement coming in from the north, that we could pursue after the project is finished. The Port has agreed to grant the easement, but it would be considered a beneficial easement, and TRRWA would be responsible to pay for it.

Mr. Hillger moved to accept the Port of Longview's Permanent Access Easement Agreement and Final Offer Letter dated February 7, 2024. The motion was seconded by Mr. Hash, and carried unanimously.

8. **APPROVE/RATIFY VOUCHERS – January**

Mr. Hash moved to approve/ratify the January claims in the total amount of \$849,083.20 from the Maintenance Fund and \$224,270.10 from the Reserve Fund. The motion was seconded by Mr. Hillger, and carried unanimously.

9. **OTHER – Public Access**

Attorney Unzelman wanted the Board to be aware, that there are individuals showing up to public entity offices and facilities with their cameras or camera phones and pushing for access to public property, then posting what they have filmed on YouTube. He asked the question, do you have adequate signage as to where the public can and cannot go at your work place? He suggested having a plan on public access in place and to discuss this with staff, so they are aware; signage is the key. He mentioned that MRSC has some resources on public access. A brief discussion followed.

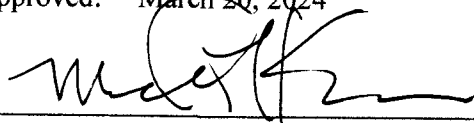
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**10. ADJOURNMENT**

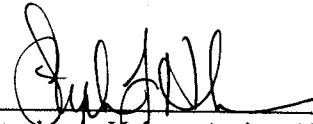
Being no further business to come before the Three Rivers Regional Wastewater Authority, the meeting was adjourned at 10:28 a.m.

**THREE RIVERS REGIONAL WASTEWATER AUTHORITY**

Approved: March 20, 2024



Michael G. Kardas, Chairman



Stephanie Helem, Acting Clerk of the Board